



SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY
Airport Design & Construction (ADC)
Design Variance Request Form (DVR)

Design Variance Request			
Tenant & Project Name:		Space ID:	Project #:
Tenant's Project Manager:		Request Date:	Priority <input type="checkbox"/> Urgent <input type="checkbox"/>
Building System(s) affected: (Check all that apply) <input type="checkbox"/> Structural <input type="checkbox"/> Mechanical/Electrical/Plumbing <input type="checkbox"/> Information Technology <input type="checkbox"/> Aesthetics Other _____			
Description of Variance			
Detailed Description of Variance (attach additional sheets and drawings if needed). 			

Tenant Signature _____ Date: _____

Approval Signatures Required By:		
ADC TI Project Manager: Signature _____	Date: _____	Route to next signee if applicable
Contract Owner Director: Signature _____	Date: _____	Route to next signee if applicable
A&TO Director: Signature _____	Date: _____	Route to next signee if applicable
FMD Director: Signature: _____	Date: _____	Route to next signee if applicable
I&TS Director: Signature _____	Date: _____	Route to next signee if applicable
AVSEC&PS Director: Signature _____	Date: _____	Sign and return to ADC TI Project Mgr

Authority Use Only	
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Reason for disapproval:

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

DESIGN VARIANCE REQUEST (DVR) FORM INSTRUCTIONS

Concessionaire / Tenant to use this form to communicate with the Authority the desire to deviate from Authority designated Design and Construction Requirements, Standards and/or Approvals issued to date.

1. Use the DVR to clearly identify the rationale for the deviation being requested. Please reference the Authority document(s) from which the proposed deviation conflicts.
2. Attach documentation or other supporting items (photos, sketches, details, materials, specifications, equipment, etc.) pertaining to the proposed change for Authority review and consideration in its evaluation of the proposed deviation.
3. Sign, date and submit the form (mail, email, hand deliver) to the Airport Design & Construction TIP Manager for further processing.
4. The Authority will provide a written response within ten (10) working days to formally document the one-time acceptance or rejection of the deviation requested.
5. Authority acceptance of a proposed deviation does not constitute approval or acceptance by other Authorities Having Jurisdiction (AHJ's). Nor is it the responsibility of the Authority to identify AHJ's. It is the Concessionaire's responsibility to seek out and obtain proper approval from all AHJ's.
6. Should Authority accept a proposed deviation, Concessionaire shall maintain a copy on-site and readily available for review by AHJ's visiting Concessionaire's project site.